

## AUTOPOPULATION OF DETAIL INFORMATION

**Navigation List** → *People* → *Enter and Maintain* → *<Find Employee>* → *Special Information*

The Detail Information is now coded to autopopulate the Detail Information .

**STEP 1: Input your Start Date and End Date. Click in the Detail area.**

[illegible]

## STEP 2: Input the following required items. Click OK.

### - Nature of Action

### - Type of Detail

### - Unclassified Duties (autopopulates to N)

### - Position Number

-- Position number cannot be blank or null

-- Position number must be input with a single period separating the position number and sequence

-- Position number provided must match the position number and sequence of a position in the database where the detail is recorded

### - Total Days of This Detail

### - Premium Pay Indicator

The screenshot shows a 'Detail Information' form with the following fields and values:


Field	Value
Nature of Action	930
Type Detail	B
Unclassified Duties	N
Position Number	01860.38106
Valid Grade	
Pay Plan	
Series	
Appropriation Code	
FLSA Category	
Bargaining Unit Status	
Work Schedule	
Position Title	
OSC/Navy Pay Org	
Organization	
Location	
Total Days This Detail	31
Demo Location Code	
Demo Broadband	
Demo Pay Plan	
Premium Pay Ind	0

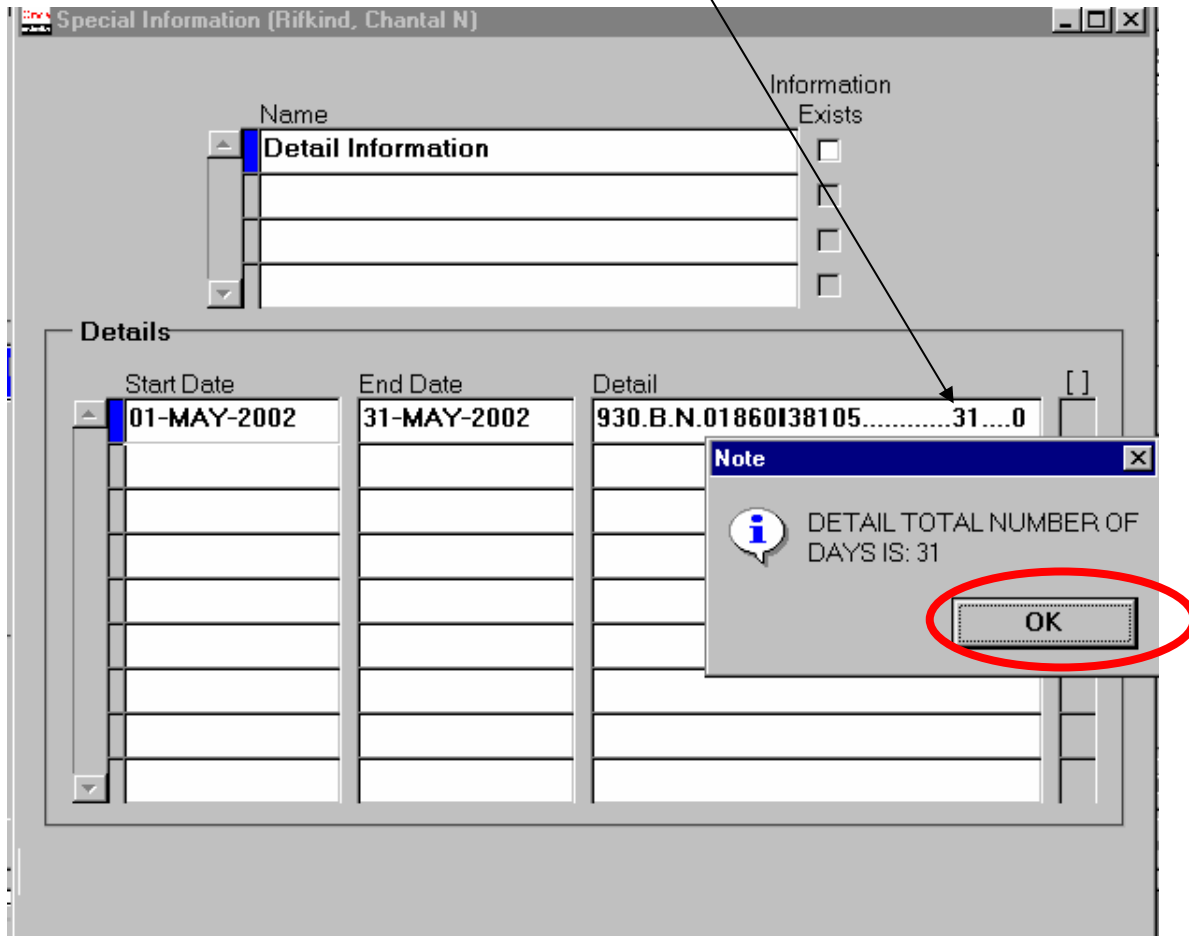
Additional information:

- Detail NTE**: (blank)
- Detail Within the Same CCPO**: (blank)
- No**: (checked)
- Not Applicable**: (checked)

A text box states: "These 3 additional items must be input for Demo positions." with arrows pointing to Demo Location Code, Demo Broadband, and Demo Pay Plan.

Buttons: Clear, Cancel, OK (circled in red).

**STEP 3: Click the Save Button.**  **You will receive the Detail Total Number of Days. Click OK. (If the number of days does not match the number of days you placed Step 2 above, you will need to correct the Total Days This Detail in the parameter box.)**



Special Information (Rifkind, Chantal N)

Name

Detail Information

Information Exists

Details

Start Date	End Date	Detail
01-MAY-2002	31-MAY-2002	930.B.N.01860138105.....31....0

Note

DETAIL TOTAL NUMBER OF DAYS IS: 31

OK

**STEP 4: Click the “F8” function button to refresh your fields. Your fields have now autopopulated all position fields.**

The screenshot shows a software interface with a 'Details' table and a 'Special Information' form. The 'Details' table has columns for 'Start Date', 'End Date', and 'Detail'. The first row shows '01-MAY-2002', '31-MAY-2002', and '930.B.N.01860138105.05.'. An arrow points from the 'Detail' cell to the 'Nature of Action' field in the 'Special Information' form. The form contains various fields for job details, including 'Nature of Action', 'Type Detail', 'Unclassified Duties', 'Position Number', 'Valid Grade', 'Pay Plan', 'Series', 'Appropriation Code', 'FLSA Category', 'Bargaining Unit Status', 'Work Schedule', 'Position Title', 'OSC/Navy Pay Org', 'Organization', 'Location', 'Total Days This Detail', 'Demo Location Code', 'Demo Broadband', 'Demo Pay Plan', and 'Premium Paid Ind'.

Start Date	End Date	Detail
01-MAY-2002	31-MAY-2002	930.B.N.01860138105.05.

**Special Information (Rifkind, Chantal N)**

Name: Detail Information

Information Exists: ☐

**Details**

Nature of Action: 930 Detail NTE

Type Detail: B Detail Within the Same CCPO

Unclassified Duties: N No

Position Number: 01860.38105

Valid Grade: 05 05

Pay Plan: GS General Schedule.

Series: 0203 Human Resources Assistance

Appropriation Code: 16C100 27596A 16C1

FLSA Category: N Nonexempt

Bargaining Unit Status: 8888 Ineligible for Inclusion In A Bargain

Work Schedule: F Full-Time

Position Title: DPCE

OSC/Navy Pay Org: 9B1CF9RHDPCE

Organization: 404320117 SKEDEE / PAWNEE / OKLAHO

Total Days This Detail: 31

Demo Location Code:

Demo Broadband:

Demo Pay Plan:

Premium Paid Ind: 0 Not Applicable

Clear Cancel OK

**STEP 5: Click the Save Button.**

